

Minnesota Data Practices: Personnel/Human Resources

Date: May 4, 2009

Location: Saint Paul Police Headquarters
4th Floor Classroom
367 Grove Street
Saint Paul, MN 55101

Time: 0800-1200

Instructor: Sergeant Dan Malmgren, SPPD

POST: 4 Credits

Cost: \$75.00

The Saint Paul Police Department Professional Development Institute is sponsoring a 4-hour course for supervisors and managers who deal with personnel records. Areas for discussion include main personnel, complaint, supervisory and background investigation files. You will learn how to organize, handle, store, and respond to requests for information. If there are specific questions or areas you would like the instructor to discuss, please include your request with your registration.

To register, go to the website: <http://www.ci.stpaul.mn.us/forms.asp?fid=41> and fill out registration form. If you have any questions, please call the Saint Paul Police Department Training Unit at (651) 266-5555 or email: pdi@ci.stpaul.mn.us.